Filing a Return as a Supplier Uploading a File Containing Data

FILE AND PAY AT:

http://sd.gov/epath

BENEFITS OF EPATH

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

Features
- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time

Login ➤

Log in to your Account

Username: _____
Password: _____

[Forgot your Password?](#)

[Continue]

Create an Account

If you are not already using EPath to access your account, create an account now.

[**Create Account**]

[**Watch Video on Creating an Account**]

Use EPath to file and pay the following taxes:

911 Emergency Surcharge
Bank Franchise Tax
Contractors' Excise Tax
Sales and Use Tax

Motor Fuel:
Biodiesel Producer   Blender
Ethanol Broker   Ethanol Producer
Importer/Exporter   LNG
LPG User   LPG Vendor
Supplier

[**Make a Payment ›**] If you don't have an EPath account and need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.

[**Due Dates Calendar**]

Note (handwritten): ACCESS EPATH HELP FROM EVERY SCREEN

⬅ Please refrain from using the browser's back button while using this site.
🔒 This site uses SSL (Secure Sockets Layer) encryption to protect your information.

Each ⓘ has help information, simply point to the ⓘ to display the information.

Main Menu ➤

File and/or pay taxes.
- **File or Amend Return/Payment** ⓘ
- **Upload Additional Documentation** ⓘ

- **Payment Only** ⓘ

Select an account function to perform.
- Add/Edit User Accounts ⓘ
- **Cancel Licenses**
- **Print License Card**

- **Change Profile** ⓘ
- Add a License

View History.
- **View Account Activity** ⓘ
- **View Pending Items** ⓘ

- **View/Edit Pending Electronic Payments** ⓘ
- **View Deleted Electronic Payments** ⓘ

Log out

Main Menu ➤

File and/or pay taxes.
- ► **File or Amend Return/Payment** ⓘ
- ► **Upload Additional Documentation** ⓘ

► **Payment Only** ⓘ

Tax Return Filing Menu ➤

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

- ⦿ File a Return For:
- ○ Amend a Return For: ⓘ
- ○ Edit a Saved Return:

Select the Data Entry Method:

3000-1000-SU Wonder Woman Corporations (Supplier) ▼

--Please select a Period--
DEC 2015 (Monthly Return)
NOV 2015 (Monthly Return)
OCT 2015 (Monthly Return)
SEP 2015 (Monthly Return)
AUG 2015 (Monthly Return)

○ Manual Data Entry

[Log out]   [Back] [Next]

Step 1: Use the dropdown boxes to display license numbers and return periods.

Step 2: Choose from <u>Filing Options</u> to file, amend, or edit returns

Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

3000-1000-SU Wonder Woman Corporations (Supplier)

○ File a Return For: SEP 2015 (Monthly Return)

○ Amend a Return For: 🛈   --Please select a Period--

○ Edit a Saved Return: DEC 2015 - Original Return

Select the Data Entry Method: ● Upload File Containing Data

○ Manual Data Entry

[Log out]   [Back] [Next]

Upload File Containing Data allows you to upload your EPath Schedule that is saved on your computer.

Step 4: Click Next

Step 3: Choose a Data Entry Method to input a schedule

South Dakota Department of Revenue

PRODUCT TYPES

❖ **Each type of fuel that is sold has a specific product code . Below are the codes that will be used on your schedule.**

Product Code	Fuel Type
61	Natural Gasoline
65	Gasoline
72	Kerosene (Dyed)
73	Kerosene (Low Sulfur)
74	Kerosene (High Sulfur)
123	Ethyl Alcohol
125	Aviation Gasoline (AVGAS)
130	Jet Fuel
142	Kerosene (Clear)
145	Kerosene- Low Sulfur (Clear)
147	Kerosene- High Sulfur (Clear)
160	Diesel (Clear)
170	Biodiesel Blend (Clear)
171	Biodiesel Blend (Dyed)
228	Dyed Diesel
243	Methyl Alcohol
284	Biodiesel (Clear)
290	Biodiesel (Dyed)
92	Other

SCHEDULE TYPES AND MODE OF TRANSFER

❖ **Depending on the type of activity conducted, below are the schedule types and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.**

Schedule Type	Description	Line(s) of Return
5	This schedule type will report several types of gallons they are: ➢ Gallons withdrawn from pipeline(s) located within South Dakota with tax collected ➢ Gallons withdrawn from pipeline(s) outside South Dakota with a South Dakota destination state on the bill-of-lading with tax collected. ➢ Gallons of 100 percent Ethyl Alcohol and Methyl Alcohol that was previously taxed	➢ 1-gallons from SD pipelines ➢ 2-gallons from out -of-state pipelines ➢ 6- Methyl and Ethyl Alcohol sales
6a	This schedule type will report gallons withdrawn from pipeline(s) located in South Dakota and sold tax exempt to a licensed exporters for an out-of-state destination.	5
8	This schedule type will report gallons withdrawn directly from the pipeline(s) sold to U.S. Government entities.	4
10	This schedule type will report the total gallons of K-1 kerosene sold for not taxable purposes such as heating.	7

❖ **How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.**

Mode	Description
J	Truck
R	Rail Car
B	Barge
PL	Pipeline

Example: Data File Definition

Data File Definition ➤

Main Menu
Logout

File Definition ➤
File Layout
File Upload
File Preview
View Return
Verify Info

Please select the type of file you will be sending. In a fixed length file, each field has a specified size that remains constant throughout the entire file. In a delimited file, all fields in a record are separated by a specified character.

Skip the first [7] **lines of the file**

1. ○ **Fixed Length:**

   ☐ File contains no line feeds

2. ◉ **Delimited File:**

   Field Delimiter: [Comma (,) ▼] ☐ Other: [   ]

   String Qualifier: [Double Quote (") ▼] ☐ Other: [   ]

   [Back] [Next]

Refers to the lines that contain column headings. If the EPath Schedule of Receipts and Disbursements Template is used no changes are needed

The Delimited File defaults to "comma" and "Double Quote" No changes are needed

Click Next

Data File Layout ➤

Filing SEP 2015 Return For 3000-1000 SU

Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

Main Menu
Logout

File Definition
File Layout ➤
File Upload
File Preview
View Return
Verify Info

Position	Field Name	Size	Include
1	Schedule Type	2	Required
2	Carrier Name	100	Required
3	Carrier FEIN	10	Required
4	Mode	2	Required
5	Origin State	2	Required
6	Destination State	2	Required
7	Sold To	100	Required
8	Purchaser FEIN	10	Required
9	Transaction Date	8	Required
10	Manifest Number	15	Required
11	Gross Gallons	9	Required
12	Product Type	3	Required

Reset Layout | Save Layout

Back   Next

If you are using the EPath template to file your schedule no changes are needed on this page and you can click **Next.**

Field Name is the column heading on the EPath Schedule.

Step 1: Enter the Position number for each Field Name as they appear on your EPath Schedule. In the example below the first column would be Position 1 so you want to match the Field Name to the Column heading.

Position refers to the column on the schedule that is uploaded into EPath.

Step 2: If the layout changes click Save Layout before clicking Next.

Schedule Type	Carrier Name	Carrier FEIN	Mode	Point of Origin	Destination	Sold To Acquired From	Purchaser Seller FEIN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
8	A Carrier Name	123456789	J	SD	SD	A Purchaser	123456789	09/01/2015	9812345	5600	160
8	A Carrier Name	123456789	J	SD	ND	A Purchaser	123456789	09/02/2015	9812345	2500	130
5	A Carrier Name	123456789	J	SD	FL	A Purchaser	123456789	09/03/2015	9812345	5200	228
5	A Carrier Name	123456789	J	SD	SD	A Purchaser	123456789	09/04/2015	9812345	2000	160
10	A Carrier Name	123456789	J	SD	SD	A Purchaser	123456789	09/05/2015	9812345	250	228
10	A Carrier Name	123456789	J	SD	SD	A Purchaser	123456789	09/06/2015	9812345	560	160
10	A Carrier Name	123456789	J	SD	SD	A Purchaser	123456789	09/07/2015	9812345	1000	171
6a	A Carrier Name	123456789	J	SD	IA	A Purchaser	123456789	09/08/2015	9812345	1200	243
6a	A Carrier Name	123456789	J	SD	IA	A Purchaser	123456789	09/09/2015	9812345	150	125
6a	A Carrier Name	123456789	J	SD	IA	A Purchaser	123456789	09/10/2015	9812345	1800	65
6b	A Carrier Name	123456789	J	SD	IA	A Purchaser	123456789	09/11/2015	9812345	1500	160

❖ **When uploading a schedule into EPath the Data File Layout must match the uploaded schedule.**

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Department of Revenue

Example: Data File Upload

Data File Upload ➤

Filing SEP 2015 Return For 3000-1000 SU

Main Menu
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File Definition
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Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Step 1: Click Browse

Browse...

Add File

Step 2: After you choose the file you wish to upload click Add File

Back | Next

Data File Upload ➤

Filing SEP 2015 Return For 3000-1000 SU

Main Menu
Logout

File Definition
File Layout
File Upload ➤
File Preview
View Return
Verify Info

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Add File

Step 3: Click Next

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/9/2016 4:06:48 PM	H\Epath Test\SU-3000-1000.csv	1333

Back | Next

❖ **The file must be saved as either a .csv or .txt for EPath to recognize the data when the file is uploaded.**

Example: Supplier File Preview

Supplier File Preview ➤

Main Menu
Logout

File Definition
File Layout
File Upload
File Preview ➤
View Return
Verify Info

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
Success	8	A Carrier Name	123456789	J	SD	ND
Success	5	A Carrier Name	123456789	J	SD	FL
Success	5	A Carrier Name	123456789	J	SD	SD
Success	10	A Carrier Name	123456789	J	SD	SD
Success	10	A Carrier Name	123456789	J	SD	SD
Success	10	A Carrier Name	123456789	J	SD	SD
Success	6a	A Carrier Name	123456789	J	SD	IA
Success	6a	A Carrier Name	123456789	J	SD	IA
Success	6a	A Carrier Name	123456789	J	SD	IA
Success	6b	A Carrier Name	123456789	J	SD	IA

‹ ›

Back | Next

Click Next

South Dakota Department of Revenue

Example: Failed Download

If you did not get error messages click Next and skip the next slide

View Results ➤

Step 1: If you get error messages click on View under Error Codes

Filing SEP 2015 Return For 3000-1000 SU

Main Menu
Logout

These are the results of the upload

Result	Error Codes	Schedule Type	Carrier Name	Car
Failed	View	10	A Carrier Name	12
Failed	View	10	A Carrier Name	12
‹				›

File Definition
File Layout
File Upload
File Preview
Schedule Errors ➤
View Return
Verify Info

Page 1 of 1 | Total Records: 2

Total Records: 10   View Save
Successful Records: 8   View Save
Invalid Records: 2   View Save

Step 3: Click Back

This will open a new window that describes the error.

Step 2: Go directly to your schedule file on your computer, make the needed corrections, and save the file.

Back   Next

Supplier Return Error Code Descriptions
113	Schedule Type 6A cannot have SD as the Destination State

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Example: Failed Download Continued…

Supplier File Preview ➤

Main Menu
Logout

File Definition
File Layout
File Upload
File Preview ➤
Schedule Errors
View Return
Verify Info

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
Success	8	A Carrier Name	123456789	J	SD	ND
Success	5	A Carrier Name	123456789	J	SD	FL
Success	5	A Carrier Name	123456789	J	SD	SD
Success	10	A Carrier Name	123456789	J	SD	FL
Success	10	A Carrier Name	123456789	J	SD	FL
Success	10	A Carrier Name	123456789	J	SD	SD
Success	6a	A Carrier Name	123456789	J	SD	IA
Success	6a	A Carrier Name	123456789	J	SD	IA
Success	6a	A Carrier Name	123456789	J	SD	IA
Success	6b	A Carrier Name	123456789	J	SD	IA

[Back] **[Next]**

Step 4: Click <u>Back</u> on the <u>File Preview</u> Page

Data File Upload ➤

Filing SEP 2015 Return For 3000-1000 SU

Main Menu
Logout

File Definition
File Layout
File Upload ➤
File Preview
Schedule Errors
View Return
Verify Info

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Note: A file aready exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.

[Browse...]

[Add File]

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/9/2016 4:31:41 PM	H\Epath Test\SU-3000-1000.csv	1333

[Back] **[Next]**

To Upload New File
- ✓ Click <u>Browse</u>
- ✓ Upload Correct ed File
- ✓ Click <u>Add File</u>
- ✓ Click <u>Next</u>

Step 5: Click <u>Delete</u> and upload the corrected file

Motor Fuel Tax Return - Supplier ›

Please verify that the return information is correct. If the return is incorrect please click the 'Back' button to return to the previous page.

Reporting Period: SEP 2015				Return Due: 10/
SALES	Gasoline	100% Ethyl Alcohol	AVGAS	Dyed D Kero:
1. Withdrawn from SD Pipeline	0	0	0	5,2
2. Withdrawn from out-of-state Pipeline	0	0	0	0
3. Total Sales	0	0	0	5,2
CREDITS				
4. Sold to US Government	0	0	0	0
5. Sold to Licensed Exporter	1,800	0	150	0
6. Ethyl Alcohol & Methyl Alcohol	■■■	0	■■■	■■■
7. Undyed K-1 Kerosene/Biodiesel sold to blender	■■■	■■■	■■■	■■■
8. Total Credits	1,800	0	150	0
TAX COMPUTATION				
9. Subtotal Taxable Gallons	-1,800	0	-150	5,2
10. Allowance	-41	0	-3	■■■
11. Total Taxable Gallons	-1,759	0	-147	
12. Tax Rates	$0.28	$0.14	$0.06	$0.
13. Total Due	($492.52)	$0.00	($8.82)	■■■
14. Total All Taxes Due	($203.32)	■■■	■■■	■■■

TANK INSPECTION FEE		**TAXES AND FEES DUE**	
15. Total Gallons	1,550	20. Total Taxes and Fees Due	($122.32)
16. Total Gallons sold to Gov Entities	2,500	21. Total Interest	$0.00
17. Total Gallons of Undyded K1 Kerosene	0	Total Penalty	$10.00
18. Subtotal Tank Inspection Fee Gallons	4,050	22. Balance Due or Credit	$0.00
19. Tank Inspection Fee	$81.00	**23. Total Amount Due**	($112.32)

‹   ›

Your total credit due is ($112.32)

View Printer Friendly Version

Back   Next

TIP: Always remember to review your entries before continuing on in the process.

Please Note: You will **NOT** be able to print your return after it is submitted. Click <u>View Printer Friendly Version</u> to print your return

Click <u>N</u>ext

Example: Returns with Tax Due

On the Payment Method page you have the option to pay the tax amount due on your Supplier return. If no tax is due you will not reach this page.

Payment Method >

Select the Payment Method you will be using

Step 1: Choose a Payment Method

- ○ ACH Debit ?
- ○ ACH Credit ?
- ○ Credit Card [VISA] [MasterCard] [DISCOVER]

A non-refundable convenience fee of 2.45% will apply if you pay by credit card.
Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your credit card information after you submit your return.

- ○ No Payment at this time. (Interest will apply to late payments.)

File Preview
EB Summary
Payment Method >
Make Payment
Verify Info

Step 2: Follow the prompts to make a payment if you choose to make a payment at this time

If you choose to make a payment at a later date select No Payment at this time and click Next.

Back   Next

Step 3: Click Next

South Dakota
Department of Revenue

Verify Information ➤

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

License:	3000-1000-SU	**Period:**	09/2015
Name:	**Wonder Woman Corporations**	**Return Due Date:**	10/23/2015
File Code:	Required Calendar Monthly	**Return Type:**	SU - Original
		Total Tax Due:	($122.32)
		Interest/Penalty:	$10.00
		Total Due:	($112.32)
		Payment Type:	None

Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return and associated schedules have been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return and associated schedules electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.

Login Password: ●●●●●●●●●

[Back] [Submit]

Reminder: Clicking <u>Submit</u> will finalize the filing process. Make sure to look everything over one last time.

South Dakota Department of Revenue

Confirmation Information ➤

Confirmation

Confirmation Number:	117251341694570807
Date Submitted:	Jun 09, 2016 5:25 PM

Return

License:	**3000-1000-SU**
Period:	**09/2015**
Return Type:	**SU - Original**
Return Due Date:	**Oct 23, 2015**
Total Amount Due:	**-$112.32**

View/Print Full Return

[Print] [Main Menu]

Please Note: You will **NOT** be able to print your return after you return to the main menu. Click View/ Print Full Return to print your return

South Dakota
Department of Revenue

Find additional information and instructions for using EPath at: **http://dor.sd.gov/epath/**

Questions?

Call: **605.773.8178**

Email: **sdmotorfuel@state.sd.us**